



Business Name

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com



Organization

ENTREPRENEUR PROJECT

3rd NOTEBOOK

Assignments

JOB 4

THANK YOU LETTERS

Do Not Type this —Open your letterheads created in 2nd notebook. You will use all three letterheads. You will create a mail merge with your database using the letterhead of your choice to complete letters. If you cannot remember how to do mail merge go to the help section and follow instructions.

There will be 25 total letters. Be sure to use the following parts of a letter to complete the letter. Format is important.

Date:

Inside Address:

Salutation:

Body of letter (you will write a letter to each customer on your data base thanking them for their business and enclosing a discount coupon.) Make up a professional letter showing proper business etiquette.

Sincerely,

(Your name)

Your company name)